



Associate Transportation Planner

Departmental Open, Non-Promotional

Exam Code: 6TR09

Department:	Caltrans
Bulletin Release Date:	01/25/2016
Final Filing Date:	02/12/2016
Salary:	\$4,829.00 to \$6,048.00
Exam Type:	State-wide
Location(s):	Dist 01 Caltrans Eureka Dist 02 Caltrans Redding Dist 03 Caltrans Marysville Dist 04 Caltrans Oakland Dist 05 Caltrans San Luis Obispo Dist 06 Caltrans Fresno Dist 07 Caltrans Los Angeles Dist 08 Caltrans San Bernardino Dist 09 Caltrans Bishop Dist 10 Caltrans Stockton Dist 11 Caltrans San Diego Dist 12 Caltrans Irvine Sacramento County

INTRODUCTION

Caltrans is pleased to announce the posting of the **Associate Transportation Planner** examination. Employment from this examination will be offered in all Districts and Sacramento County.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

FILING INSTRUCTIONS

[Applications \(STD 678\)](#) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

Caltrans
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

***FILE IN PERSON:**

Caltrans
Exam Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816

***Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

POSITION STATEMENT

Transportation Planners plan, develop, administer, evaluate, and monitor transportation plans, programs, and projects; prepare system plans of transportation facilities and services including highways, aviation, public transportation, and nonmotorized facilities; perform transportation studies for the development of transportation systems of all modes; participate in policy development and implementation; analyze proposed policies from other government agencies; develop and analyze legislation related to transportation; propose, perform, and evaluate transportation planning research; monitor and certify the regional transportation planning process for conformance with State and Federal requirements; provide Transportation Planning expertise to Federal, State, regional, local agencies, and transit operators to carry out the transportation planning process; develop, administer, and monitor consultant contracts and grant programs; promote and support alternative modes of transportation including public transportation and ridesharing; perform program management function of the State Transportation Improvement Program; participate as a departmental representative on transportation planning

issues at inter-or intradepartmental meetings and public or private meetings and hearings; and do other related work.

This is the full journey person level. Under direction, incumbents independently work on difficult and complex transportation planning projects. They may serve in a lead capacity performing such work.

ELIGIBLE LIST INFORMATION

An Open, Non-promotional statewide eligible list will be established for Caltrans in all Districts and Sacramento County. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing transportation planning duties in a class comparable in level of responsibility to Transportation Planner, Range C.

OR II

Experience: Three years of experience in either one or a combination of the following areas. (At least one year must have been comparable to work performed by a Transportation Planner, Range C, in the California state service.)

1. Federal, State, regional, or local transportation planning activities. or

2. Transit planning, transportation studies, transportation system planning studies, or legislative transportation studies.

(A Doctorate Degree in Transportation Planning may be substituted for the required experience; a Master's Degree in Transportation Planning may be substituted for two years of the general experience; a master's degree in a general planning curriculum or a closely related field as identified above may be substituted for one year of the general experience.)

AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://calhr.ca.gov/state-hr-professionals/pages/4768.aspx>

EXAMINATION INFORMATION

It is anticipated that the examination will be given in April/May 2016.

This examination will consist of a Modified Qualification Appraisal Panel (ModQAP). Accepted candidates will participate in the **examination using a computer to type their responses**. The examination will consist of **patterned questions with set responses**, ***not multiple choice questions***.

This examination will be weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. The planning process and general practices of transportation planning
2. Research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues
3. Effective public participation techniques
4. Caltrans' mission, organization, policies, and procedures

5. Federal and State laws and regulations
6. Concepts and terminology relating to transportation planning
7. Social, economic, and environmental conditions which affect transportation planning

Ability to:

1. Gather, compile, analyze, and interpret data
2. Reason basically and creatively
3. Develop formats to present and display data
4. Use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems
5. Develop and evaluate alternatives
6. Present ideas effectively orally and in writing
7. Work effectively with others as an interdisciplinary team member
8. Establish and maintain effective and cooperative working relationships with those contacted during the course of the work
9. Conduct studies related to State transportation planning
10. Analyze problems and develop appropriate solutions
11. Recommend effective courses of action
12. Evaluate general planning proposals
13. Be sensitive to social, economic, and environmental conditions which affect transportation planning
14. Inspire the confidence of others
15. Further the recognition of Caltrans as a multimodal transportation organization

VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

CAREER CREDITS

Career Credits will be granted in this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227- 5189.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf> California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.

3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <https://jobs.ca.gov/pdf/spb1093.pdf> or from the California Department of Human Resources, 1515 "S" Street, North Building, Suite 400, Sacramento, CA 95811 and the Department of Veterans Affairs.

Career Credits: In Open, Non-promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.